



JOB DESCRIPTION

Job Title: Project Coordinator **Reports to:** Town Administrator
Prepared by: Kristy Rogers **Approved by:** Council
Date Approved: _____ **Last Revision Date:** August 20, 2014

SUMMARY

The Project Coordinator is responsible for enforcement and explaining regulations relating to the Town Code including zoning, land use, planning, design review, ADA compliance, and related codes to the public. Takes direction primarily from and reports initially to the Town Administrator or designee. It requires the ability to sit at a workstation for extended periods, carry up to 25 lbs., occasionally move about inside the office to access file cabinets, office machinery, etc., occasionally ascend/descend stairs to access Town records, stock supplies, file, etc.

PRIMARY RESPONSIBILITIES

1. Interprets all Town Building, Zoning, Subdivision, and Property Maintenance codes.
2. Initiates appropriate action to enforce current codes.
3. Makes recommendations to improve the Town Ordinances.
4. Enforces state and local regulations concerning construction and maintenance.
5. Verifies zoning districts within the town.
6. Reviews building plans, subdivision plans, site plans, and construction improvement plans for compliance with Town codes.
7. Performs on site inspections for building and new construction within town limits for compliance with Town Codes.
8. Serves as the coordinator for Americans with Disabilities Act, Community Rating System program, and FEMA Floodplain Management.
9. Acts as liaison between the town and residential property owners, federal, state, and local officials, the attorneys to answer building construction or other related inquiries.
10. Addressing new subdivisions for 911 services and postal locations.
11. Oversees the issuance and enforcement of all Business and Rental licenses
12. Checks compliance of Clean Hands Ordinance
13. Handles all applications for Town Council, Planning and Zoning Commission, Historic Preservation Commission, and Board of Adjustment meetings and public hearings including but not limited notifications, posting of sites, mailings, minutes, and filing, as directed in the Town of Milton ordinances. Attends all meetings and public hearings of Town Council, Planning and Zoning Commission, Historic Preservation Commission, and Board of Adjustment.
14. Handles all applications for Annexation and Rezoning from the initial Town Council meeting to Planning and Zoning Public Hearing, State Plan of Services application, meeting with

property owner and engineer, and Town Council public hearing and resolution including but not limited notifications, posting of sites, mailings, minutes, and filing, as directed in the Town of Milton ordinances.

15. Represents the town in meetings with contractors, architects, engineers, and developers. Meets with town appointed committees and member of related committees as directed.
16. Records minutes for the Planning and Zoning Commission, Historic Preservation Commission, and Board of Adjustment meetings accurately using recorder software.
17. Responds to all inquiries in a timely and courteous manner, providing information within the scope of knowledge, and authority, and referring to higher classification employee as applicable.
18. Analyzes data to determine answers to questions from customers or members of the public.
19. Adheres to all town policies, procedures, and ordinances and Town Charter.
20. Prepare and distribute monthly reports to the Town Administrator for Town Council.
21. Other related duties as assigned by Town Administrator, which may include performing duties of the work of higher classified positions as assigned.

ADDITIONAL RESPONSIBILITIES

1. Supervises the Code Enforcement Officer; Fills in for the Code Enforcement Officer when designated.
2. Issues Building Permits
3. Monitors any Work Orders or Complaints filed with the Code Department
4. Attend trainings for job responsibilities
5. Files, researches, and maintains records of Planning and Zoning Commission, Historic Preservation Commission, Board of Adjustment, and Town projects, including recording documents with the Sussex County Recorder of Deeds.

EDUCATION/QUALIFICATIONS

Position requires a high school diploma or equivalent education. Post High School related course work and management experience preferred. Obtain FEMA Floodplain Management Certification within one year of employment.

KNOWLEDGE AND SKILLS

Requires considerable knowledge of zoning laws and the Town of Milton code; must quickly acquire considerable knowledge of the town's functions, procedures, purpose, and applicable ordinances; technical training in the areas of building construction and inspection; experience and/or training which provide an equivalent to a minimum desirable employment standard; have a sound knowledge and ability in business correspondence and an ability to proofread for grammar, spelling, and punctuation with a high degree of accuracy; have some experience with word processing and the ability to learn spreadsheet programs and data entry; be able to read and interpret maps; and be detail-oriented and accurate (i.e. with numbers and street locations). Position requires training or experience in general office procedures, policies, and methods; knowledge in the use of office equipment, strong verbal and written communication skills; experience in dealing with the public; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines; and knowledge of computer programs including word processing and spreadsheets. Visibility

requires maintaining a professional appearance and providing a positive company image to the public.

AMERICAN WITH DISABILITIES ACT REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*